

DTTS User Guide

Satellite Motor Surveillance (SNS) Shipment Entry

December 2018



This guide is intended to help ensure Satellite Monitoring is applied to shipments IAW the Defense Transportation Regulation Part II, Cargo Movement, Chapter 205 Transportation Protective Service (TPS) Shipments regarding shipment planning for the safe movement of Arms,

Ammunition and Explosives, and to allow for monitoring by the Defense Transportation Tracking System (DTTS).

This guide also provides information on how DTTS interfaces with other systems





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Introduction

The following is a guide for DOD shippers and their contractor equivalents on how to ensure Satellite Monitoring is applied to shipments IAW the Defense Transportation Regulation Part II, Cargo Movement, Chapter 205 Transportation Protective Service (TPS) Shipments and to allow for monitoring by the Defense Transportation Tracking System (DTTS).

What is DTTS?

The Defense Transportation Tracking System (DTTS) Program Management Office is located at Scott Air Force Base Illinois. The mission of DTTS is to monitor the safe and secure movement of all DOD sensitive conventional arms, ammunition and explosives (AA&E) and other sensitive material (OSM) using satellite technology and 24-hour staff oversight, and to facilitate emergency response to in-transit incidents involving those commodities.

DTTS personnel monitor all shipments requiring Satellite Motor Surveillance Service (SNS) as directed by the Defense Transportation Regulation, 4500.9-R-Part II, Cargo Movement, Chapter 205, Transportation Protective Service (TPS) Shipments. Monitoring is accomplished by using periodic satellite positioning, system generated alerts and other coded/text messages from SNS equipped vehicles. DTTS also identifies and coordinates responses to in-transit accidents/incidents. As a byproduct of its mission, DTTS also provides ITV data to IGC.

Instruction Conventions

The following pages of this guide provide detailed instructions for inputting shipments that require DTTS tracking into the Transportation Geospatial Information System (TGIS) and the various shipper systems. In order to make the instructions clear, quotation marks denote data entry fields or buttons, while italics represent actions a user must take. Underlined items refer to menus or menu headings, while bold emphasizes important instructions. Unless specified, *click* refers to a single left click of the mouse. See the text box to the right for an example.

Example:

In the Shipment Menu, *enter* the BOL in the "BOL" field and *click* "Next". **Remember, the BOL is required in order to proceed.**

Figure 1 Instruction Conventions



GFM

Global Freight Management (GFM) is a suite of programs that work together to automate the Department of Defense (DoD) freight shipment process. These tools can significantly enhance users' ability to conduct business by supporting the day-to-day processing of shipments. The GFM application suite consists of shipper programs and carrier programs (both of which include monitoring and intervention capabilities for SDDC operational personnel) as well as support tools for all users.

Freight Acquisition Shipping Tool

The Freight Acquisition Shipping Tool (FAST) is the shipper program within GFM's suite of programs used to procure transportation for DoD shipments.

DTTS Interface

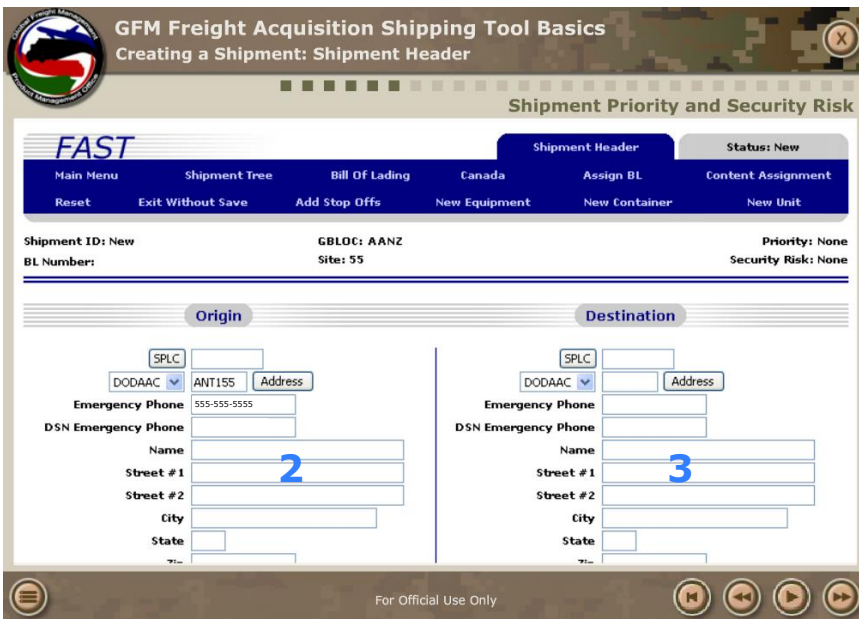
To ensure proper transfer of shipment information requiring Satellite Motor Surveillance (SNS) IAW with the DTR Part II Chapter 205, from GFM to DTTS, GFM users must follow the steps outlined below.

The screenshot shows the 'GFM Freight Acquisition Shipping Tool Basics' interface, titled 'Creating a Shipment: Shipment Header'. The form is divided into several sections:

- Requested Pickup Date:** December 9, 2009. **Deliver No Later Than:** December 14, 2009.
- Military Code:** Army. **Mode:** Truck.
- DTTS:** A checkbox labeled 'DTTS' is checked, and the text 'DTTS' appears in red.
- Shipper's Initials:** JSC.
- Export:** A checkbox labeled 'Export' is checked.
- Shipment Totals:** Quantity 0.0 LB, Cubic Feet 0, Miles 0, Commodity Code.
- Requestor:** Name Jane Doe, Phone # 555-555-5555, Fax #, E-mail doej@sddc.army.mil.
- Shipment Remarks:** SDG3 Remarks.
- Shipper:** SPLC, DODAAC, ANT155, Address, Name, Street #1.
- Consignee:** SPLC, DODAAC, Gblac, Address, Name.

Figure 2 Shipment Information Screen

1. On the Shipment Information screen, *select* the DTTS checkbox. The checkbox is on the right side of the screen and "DTTS" appears in red.



GFM Freight Acquisition Shipping Tool Basics
Creating a Shipment: Shipment Header

Shipment Priority and Security Risk

FAST

Shipment Header | Status: New

Main Menu | Shipment Tree | Bill Of Lading | Canada | Assign BL | Content Assignment

Reset | Exit Without Save | Add Stop Offs | New Equipment | New Container | New Unit

Shipment ID: New | GBLOC: AANZ | Priority: None
BL Number: | Site: 55 | Security Risk: None

Origin

SPLC: []
DODAAC: [ANT155] | Address: []
Emergency Phone: 555-555-5555
DSN Emergency Phone: []
Name: []
Street #1: [2]
Street #2: []
City: []
State: []

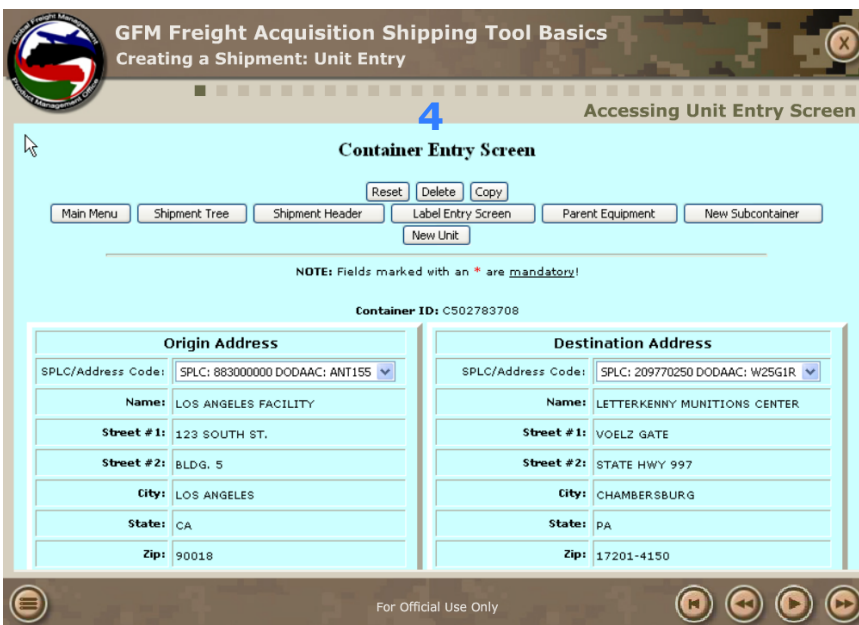
Destination

SPLC: []
DODAAC: [] | Address: []
Emergency Phone: []
DSN Emergency Phone: []
Name: [3]
Street #1: []
Street #2: []
City: []
State: []

For Official Use Only

Figure 3 Shipment Origin and Destination Screen

2. On the Shipment Origin and Destination screen, manually *enter* the appropriate emergency contact information for the origin transportation office (or its equivalent) under "Origin".
Note: Be sure to include the DODAAC and SPLC (if applicable).
3. *Repeat* the above step for the destination contact information.



GFM Freight Acquisition Shipping Tool Basics
Creating a Shipment: Unit Entry

Accessing Unit Entry Screen

4

Container Entry Screen

Reset | Delete | Copy

Main Menu | Shipment Tree | Shipment Header | Label Entry Screen | Parent Equipment | New Subcontainer

New Unit

NOTE: Fields marked with an * are mandatory!

Container ID: C502783708

Origin Address

SPLC/Address Code: SPLC: 883000000 DODAAC: ANT155
Name: LOS ANGELES FACILITY
Street #1: 123 SOUTH ST.
Street #2: BLDG. 5
City: LOS ANGELES
State: CA
Zip: 90018

Destination Address

SPLC/Address Code: SPLC: 209770250 DODAAC: W25G1R
Name: LETTERKENNY MUNITIONS CENTER
Street #1: VOELZ GATE
Street #2: STATE HWY 997
City: CHAMBERSBURG
State: PA
Zip: 17201-4150

For Official Use Only

Figure 4 Container Entry Screen

4. On the Container Entry screen, *ensure all required fields are completed and correct*. Required fields are marked with an *.



GFM Freight Acquisition Shipping Tool Basics
Creating a Shipment: Unit Entry

Navigation Buttons

Unit Entry

Reset

Main Menu Shipment Tree Shipment Header Label Entry Screen Parent Equipment Parent Container

New Hazardous

New Hazardous displays a screen for entering hazardous material information about the unit.

Origin Address	Destination Address
SPLC/Address Code: SPLC: 883000000 DODAAC: ANT155	SPLC/Address Code: SPLC: 209770250 DODAAC: W25G1R
Name: LOS ANGELES FACILITY	Name: LETTERKENNY MUNITIONS CENTER
Street #1: 123 SOUTH ST.	Street #1: VOELZ GATE
Street #2: BLDG. 5	Street #2: STATE HWY 997
City: LOS ANGELES	City: CHAMBERSBURG
State: CA	State: PA
Zip: 90018	Zip: 17201-4150

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Figure 5 Unit Entry Screen (Top)

- On the Unit Entry screen, *scroll* down to the section below the "Origin" and "Destination Address".



GFM Freight Acquisition Shipping Tool Basics
Creating a Shipment: Unit Entry

Priority

Requested Pickup Date: December 9 2009	Delivery Date No Later Than: December 14 2009
*Priority: [3] Routine 6	*Security Risk Code: 7
*Commodity Code: 8 Search	Commodity Description:
Project Code:	Requisition Number:
Hazmat: No	TEN:
DODIC: 9	NSN:
Total Quantity: 0.0 POUNDS	Contract Number:
Contract Date:	Contract FOB Point:
Appropriation Type: Standalone TAC / ATAC Assign	Appropriation Search Text LOA Table
Appropriation:	

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Figure 6 Unit Entry Screen (Bottom)

- Complete all fields as completely and accurately as possible. Select the shipment priority from the "Priority" drop down menu.
- Enter the SRC in the "Security Risk Code" box. For additional information on SRCs, refer to the Introduction.



8. Enter the commodity code in the "Commodity Code" box. Use the search feature if the commodity code is unknown by *clicking* on the "Search" button to the right of the entry box.
9. Enter all additional known information in the remaining fields, using the search feature described above when needed.

GFM Freight Acquisition Shipping Tool Basics
Creating a Shipment: Unit Entry

Navigation Buttons

Unit Entry

Reset
Main Menu Shipment Tree Shipment Header Label Entry Screen Parent Equipment Parent Container
New Hazardous

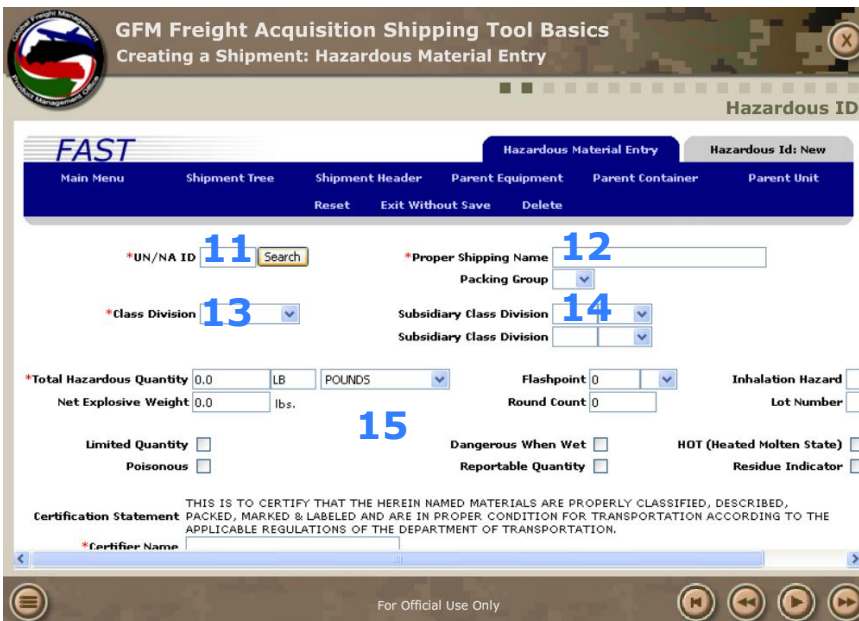
New Hazardous displays a screen for entering hazardous material information about the unit.

Origin Address		Destination Address	
SPLC/Address Code:	SPLC: 883000000 DODAAC: ANT155	SPLC/Address Code:	SPLC: 209770250 DODAAC: WZ5G1R
Name:	LOS ANGELES FACILITY	Name:	LETTERKENNY MUNITIONS CENTER
Street #1:	123 SOUTH ST.	Street #1:	VOELZ GATE
Street #2:	BLDG. 5	Street #2:	STATE HWY 997
City:	LOS ANGELES	City:	CHAMBERSBURG
State:	CA	State:	PA
Zip:	90018	Zip:	17201-4150

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Figure 7 Unit Entry Screen (Top)

10. When complete, *scroll* back to the top of the Unit Entry screen. *Click* on the radio button labeled "New Hazardous" to open the Hazardous Material Entry screen.



GFM Freight Acquisition Shipping Tool Basics
Creating a Shipment: Hazardous Material Entry

Hazardous ID

FAST

Hazardous Material Entry | **Hazardous Id: New**

Main Menu | Shipment Tree | Shipment Header | Parent Equipment | Parent Container | Parent Unit

Reset | Exit Without Save | Delete

*UN/NA ID **11** Search

*Proper Shipping Name **12**

Packing Group

*Class Division **13**

Subsidiary Class Division **14**

Subsidiary Class Division

*Total Hazardous Quantity 0.0 LB POUNDS

Flashpoint 0

Inhalation Hazard

Net Explosive Weight 0.0 lbs.

Round Count 0

Lot Number

Limited Quantity ☐

Poisonous ☐

Dangerous When Wet ☐

Reportable Quantity ☐

HOT (Heated Molten State) ☐

Residue Indicator ☐

15

Certification Statement
THIS IS TO CERTIFY THAT THE HEREIN NAMED MATERIALS ARE PROPERLY CLASSIFIED, DESCRIBED, PACKED, MARKED & LABELED AND ARE IN PROPER CONDITION FOR TRANSPORTATION ACCORDING TO THE APPLICABLE REGULATIONS OF THE DEPARTMENT OF TRANSPORTATION.

*Certifier Name

For Official Use Only

Figure 8 Hazardous Material Entry Screen (Top)

11. On the Hazardous Material Entry screen, *enter* the UN or NATO ID of the item.
12. *Enter* the proper shipping name in the "Proper Shipping Name" field.
13. *Enter* the hazmat classification division in the "Class Division" field. The first box is an entry for the hazmat classification, while the second is a dropdown based on the information entered into the first box.
14. *Enter* the "Total Hazardous Quantity" in the appropriate unit (pounds or kilograms).
15. *Complete* all additional fields to the extent the information is known.



GFM Freight Acquisition Shipping Tool Basics
Creating a Shipment: Hazardous Material Entry

Reset Exit Without Save Delete

*UN/NA ID UN0349 Search *Proper Shipping Name ARTICLES, EXPLOSIVE, N.O.S.
Packing Group II

*Class Division 1.45 1.45 Subsidiary Class Division
Subsidiary Class Division

*Total Hazardous Quantity 14700 LB POUNDS Flashpoint 0 Inhalation Hazard
Net Explosive Weight 3.45 lbs. Round Count 6 Lot Number

Limited Quantity ☐ Dangerous When Wet ☐ HOT (Heated Molten State) ☐
Poisonous ☐ Reportable Quantity ☐ Residue Indicator ☐

16 Certification Statement THIS IS TO CERTIFY THAT THE HEREIN NAMED MATERIALS ARE PROPERLY CLASSIFIED, DESCRIBED,
PACKED, MARKED & LABELED AND ARE IN PROPER CONDITION FOR TRANSPORTATION ACCORDING TO THE
APPLICABLE REGULATIONS OF THE DEPARTMENT OF TRANSPORTATION.
*Certifier Name Jane Doe
Remarks **17**

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Figure 9 Hazardous Material Entry Screen (Bottom)

16. Enter your name in the "Certifier Name" field.
17. Enter any additional information not covered in the entry fields into the "Remarks" field and certify the shipment.



DSS

To ensure proper transfer of shipments requiring Satellite Motor Surveillance (SNS) from DSS to DTTS, DSS users must follow the steps outlined below. For background on determining whether a shipment requires SNS, see the Introduction to this guide or the DTR Part II, Chapter 205.

The special instructions for DTTS tracking apply to only two screens in DSS. For all shipments, there are a few extra pieces of information required on the B41M Data Screen. For shipments involving a dromedary, the B41N Data Screen requires additional information about the dromedary. All other aspects of shipment planning with DSS remain the same.

Driver Signoff with SNS Service

The following instructions apply to all shipments requiring DTTS tracking. For those shipments contained in a dromedary, there is a subsequent section with additional instructions below.

B41M SITE: HES2 DISTRIBUTION STANDARD SYSTEM WK: S2 PAGE 001
06:32:07 DEFENSE TRANSPORTATION TRACKING SYSTEM (DTTS) DATA 21JUN2007

SCAC ==> CRLC VEHICLE NUMBER ==> 25874 BILL NUMBER ==> 94854352

TRACTOR NUMBER ==> 6589 1
LOAD USE CODE ==> e 2
DOD CLASSIFICATION => c 3

TRANSPORTATION COMPANY/DISPATCHER CONTACT PHONE NUMBER ==> 800 852 6398 4
DESTINATION CONTACT PHONE NUMBER ==> 202 654 8792 5
ORIGIN CONTACT PHONE NUMBER (COMMERCIAL) ==> 717 770 4754
ORIGIN CONTACT PHONE NUMBER (OSN) ==> 771 4754
IS THIS DTTS SHIPMENT CONTAINED IN A DROMEDARY? ==> y (Y/N) 6

F1=MENU F2=NEXT TRNS F3=EXIT DSS F5=BKMRK F10=HELP

TRANS CONTINUES NEXT TRANS==>

Figure 10 B41M Data Screen

1. Enter the tractor number in the "TRACTOR NUMBER" field.
Note: Ensure the tractor number does **not** match the vehicle number displayed on the front of the CBL.
2. Enter the load use code in the "LOAD USE CODE" field.
 - E = Exclusive (see DTR Table 205-7 for items requiring EXC)
 - N = Non-exclusive



3. Enter the DoD Classification in the "DOD CLASSIFICATION" field in accordance with the CIIC for the material being shipped.
 - C = Confidential
 - U= Unclassified
 - S = Secret
4. Enter the transportation company/dispatcher contact number (found in the voluntary tender from GFM) in "TRANSPORTATION COMPANY/DISPATCHER PHONE NUMBER" field.
5. Enter the destination contact phone number (found in the Transportation Facilities Guide) in the "DESTINATION CONTACT PHONE NUMBER" field.
Note: Origin contact numbers are automatically populated.
6. "IS THIS DTTS SHIPMENT CONTAINED IN A DROMEDARY?"
 - If yes, *input* a "Y" in the appropriate field. DSS will then redirect the user to the B41N (DTTS DROMEDARY DATA) screen. Follow-on instructions are provided in the section below.
 - If no, *input* an "N" in the appropriate field. DSS will display the B36E (DRIVER SIGNOFF) screen. This completes the driver signoff process.

Driver Signoff with SNS Service (Contained in a Dromedary)

B41N SITE: HES2 DISTRIBUTION STANDARD SYSTEM WK: S2 PAGE 001
06:32:54 DEFENSE TRANSP TRACKING SYSTEM (DTTS) DROMEDARY DATA 21JUN2007

SCAC ==> CRLC VEHICLE NUMBER ==> 25874 BILL NUMBER ==> 94854352

ENTER DROM NBR FOR EACH TCN -- OR -- ENTER FIRST DROM NBR FOR ALL TCNS

TCN	CIIC	DROM-NBR	TCN	CIIC	DROM-NBR
W918AR71670086XXX	4	35789			

2 ENTER 'Y' WHEN DONE ==> y 3 APPLY FIRST DROM NBR TO ALL TCNS? ==> N

F1-MENU F2-NXT TRANS F3-EXIT DSS F5-BKMRK F10-HELP

TRANS CONTINUES NEXT TRANS==>

Figure 11 B41N Data Screen

Note: DSS will populate the "TCN" and "CIIC" fields. If you have multiple TCNs in the same dromedary, the dromedary only has to be input on the first TCN.

1. Enter the dromedary number in the "DROM-NBR" field.



2. Enter "Y" in "WHEN DONE"

3. Enter "Y" in "APPLY FIRST DROM NBR TO ALL TCNs" field.

Note: When complete, *press* the "Enter" key on the keyboard to proceed to the DRIVER SIGNOFF screen.



CMOS

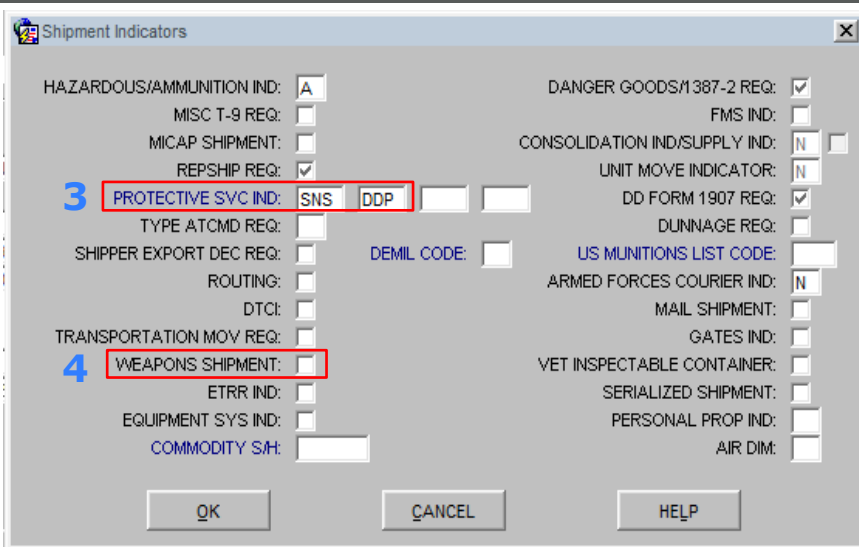
To ensure proper transfer of shipments requiring Satellite Motor Surveillance (SNS) via the Defense Transportation Tracking System (DTTS), CMOS users must follow the steps outlined below. For background on determining whether a shipment requires SNS, see the Introduction to this guide or the DTR Part II, Chapter 205.

DTTS Instructions

The following screenshots and the accompanying instructions provide guidance for how to identify an SNS shipment for DTTS tracking correctly.

Figure 12 Shipment Planning Detail Window

1. Enter the Security Risk Code/CIIC. All TCNs on the Bill of Lading must have a Security Risk Code/CIIC assigned. This is the "CIIC" field on the Shipment Planning Detail window.
2. Enter the "SEC CLASS" (Security Classification) of the item(s) according to the following:
 - C = Confidential
 - U = Unclassified
 - S = Secret



Shipment Indicators

HAZARDOUS/AMMUNITION IND: DANGER GOODS/1387-2 REQ: ☒

MISC T-9 REQ: ☐ FMS IND: ☐

MICAP SHIPMENT: ☐ CONSOLIDATION IND/SUPPLY IND: ☐

REPSHIP REQ: ☒ UNIT MOVE INDICATOR:

3 PROTECTIVE SVC IND: DD FORM 1907 REQ: ☒

TYPE ATCMD REQ: ☐ DUNNAGE REQ: ☐

SHIPPER EXPORT DEC REQ: ☐ DEMIL CODE: US MUNITIONS LIST CODE:

ROUTING: ☐ ARMED FORCES COURIER IND:

DTCI: ☐ MAIL SHIPMENT: ☐

TRANSPORTATION MOV REQ: ☐ GATES IND: ☐

4 WEAPONS SHIPMENT: ☐ VET INSPECTABLE CONTAINER: ☐

ETRR IND: ☐ SERIALIZED SHIPMENT: ☐

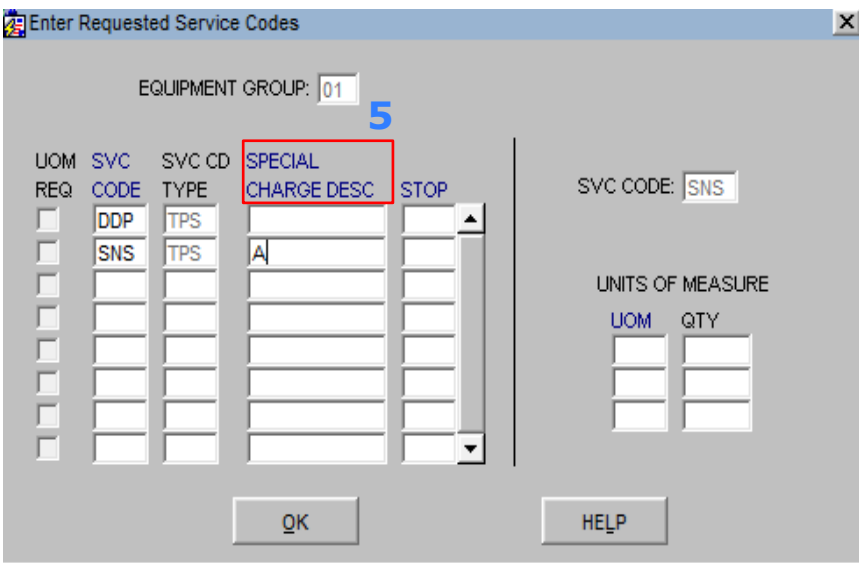
EQUIPMENT SYS IND: ☐ PERSONAL PROP IND: ☐

COMMODITY SH: AIR DIM:

OK CANCEL HELP

Figure 13 Shipment Indicators

3. Enter "SNS" in the field next to "PROTECTIVE SERVICES IND". Use the extra boxes to indicate additional protective services as needed (e.g. "DDP" for dual driver protective services).
4. Select the box next to "WEAPONS SHIPMENT" if the shipment includes weapons.



Enter Requested Service Codes

EQUIPMENT GROUP: **5**

UOM REQ	SVC CODE	SVC CD TYPE	SPECIAL CHARGE DESC	STOP
<input type="checkbox"/>	DDP	TPS		<input type="checkbox"/>
<input type="checkbox"/>	SNS	TPS	A	<input type="checkbox"/>
<input type="checkbox"/>				<input type="checkbox"/>
<input type="checkbox"/>				<input type="checkbox"/>
<input type="checkbox"/>				<input type="checkbox"/>
<input type="checkbox"/>				<input type="checkbox"/>
<input type="checkbox"/>				<input type="checkbox"/>
<input type="checkbox"/>				<input type="checkbox"/>

SVC CODE:

UNITS OF MEASURE

UOM	QTY
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

OK HELP

Figure 14 ROUTING: Equipment Load Plan/Service Codes Window

5. Enter the proper Service sponsor for the SNS service in the "SPECIAL CHARGE DESC" field on the Equipment Load Plan/Enter Requested Service Codes screen.

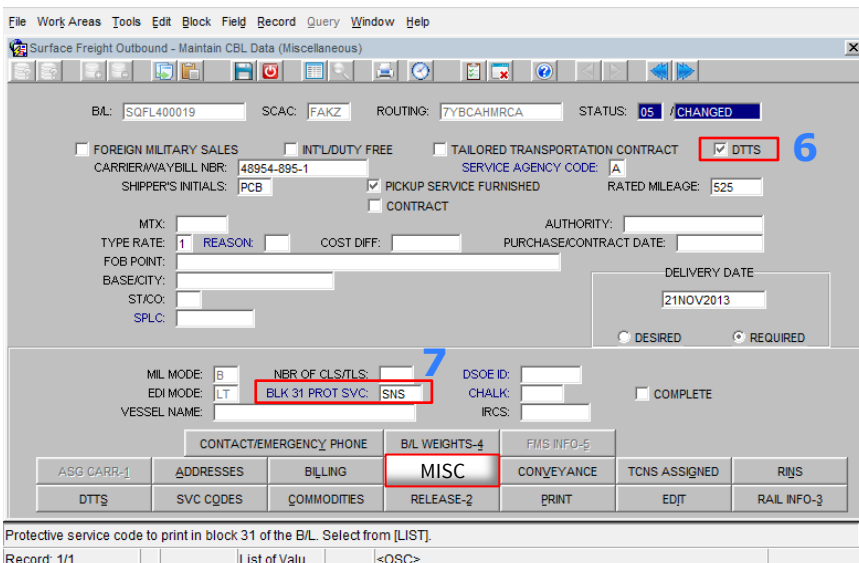


Figure 15 CBL: MISC Screen

6. Select the "DTTS" checkbox on the Miscellaneous Window of the Maintain CBL/GBL Data process (highlighted in red outline at the bottom of Figure 18).
7. Enter "SNS" into the "BLK 31 PROT SVC" field.

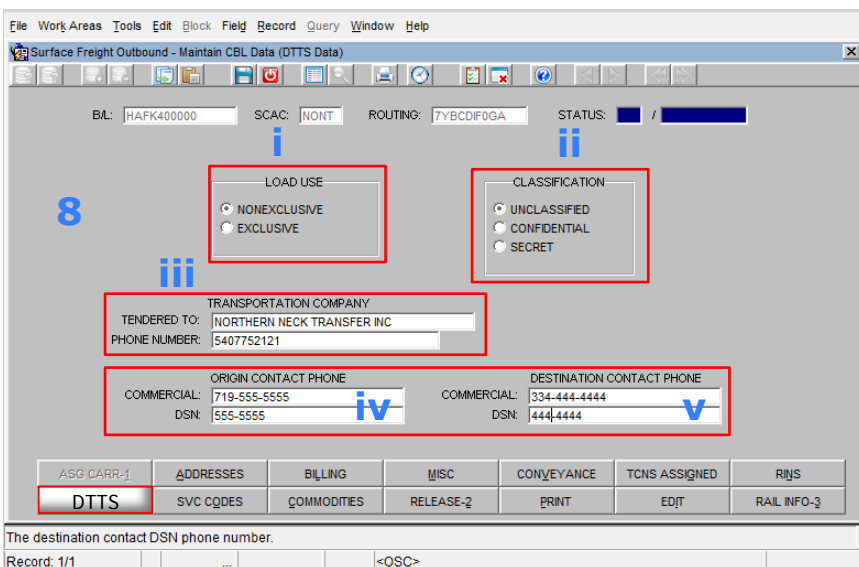
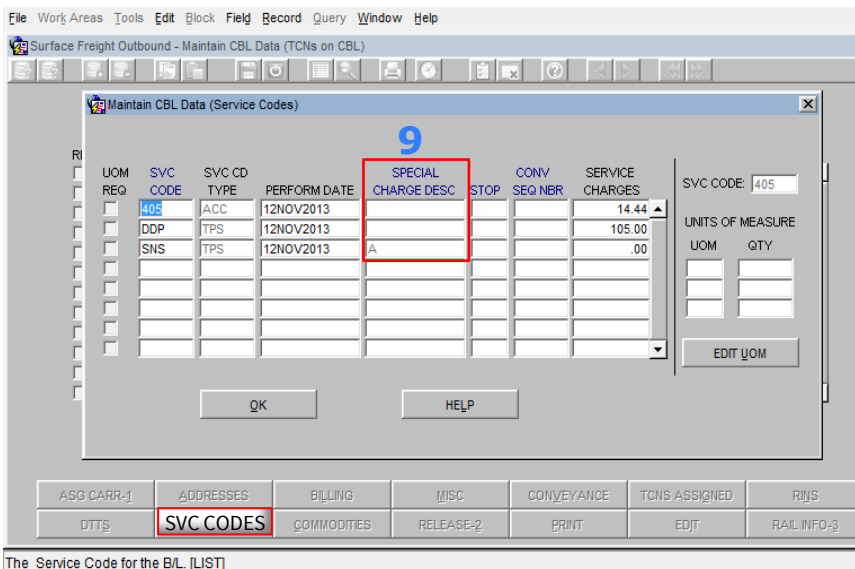


Figure 16 CBL DTTS Data Window

8. Complete the DTTS Data window of the Maintain CBL/GBL Data process:
 - i. Select the load use indicator under "Load Use".
 - ii. Select the shipment's classification under "Classification".
 - iii. Enter the transportation company in the "TENDERED TO" field and the phone number in the "PHONE NUMBER" field.
 - iv. Enter the origin commercial phone number in the "COMMERCIAL" field under "ORIGIN CONTACT PHONE". Include the DSN as applicable in the "DSN" field.

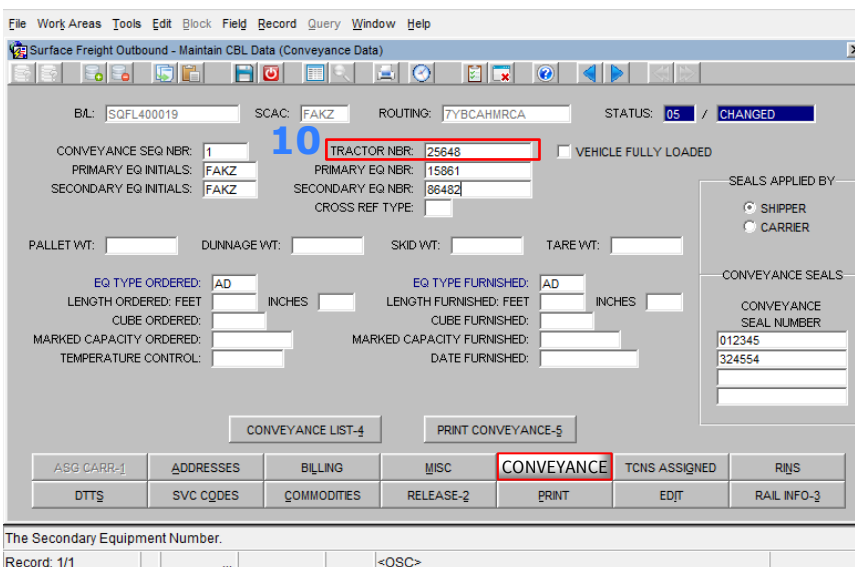
- v. Enter the destination commercial phone number in the "COMMERCIAL" field under "DESTINATION CONTACT PHONE". Include the DSN as applicable in the "DSN" field.



The Service Code for the B/L [LIST]

Figure 17 CBL: SVC CODES Window

9. Enter the proper Service sponsor for the SNS service in the "SPECIAL CHARGE DESC" field on the Maintain CBL Data (Service Codes) window.

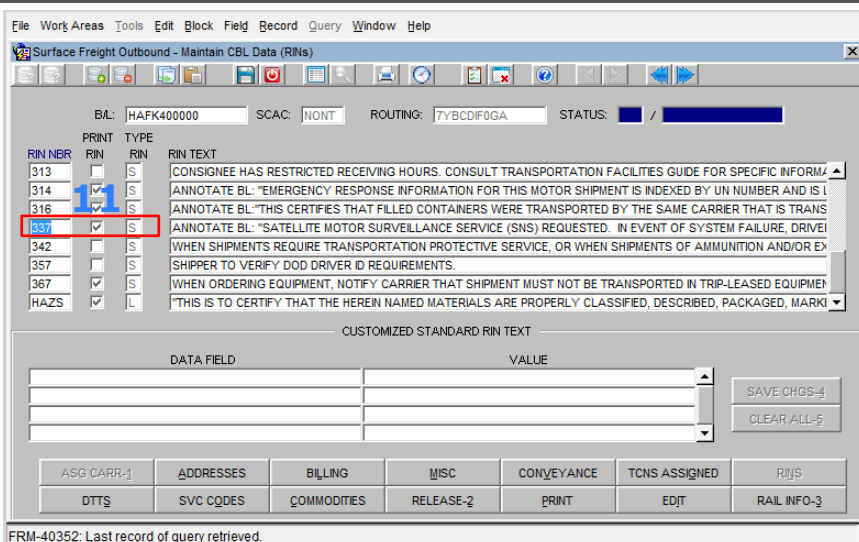


The Secondary Equipment Number.

Record: 1/1 ... <OSC>

Figure 18 CBL: Conveyance Data Window

10. Enter the tractor serial number in the "TRACTOR NBR" field on the CONVEYANCE DATA window of the Maintain CBL/GBL Data process.



FRM-40352: Last record of query retrieved.

Figure 19 CBL: RINS Window

11. Enter the satellite monitoring service code (e.g. SNS) and the satellite monitoring RIN (RIN 337).

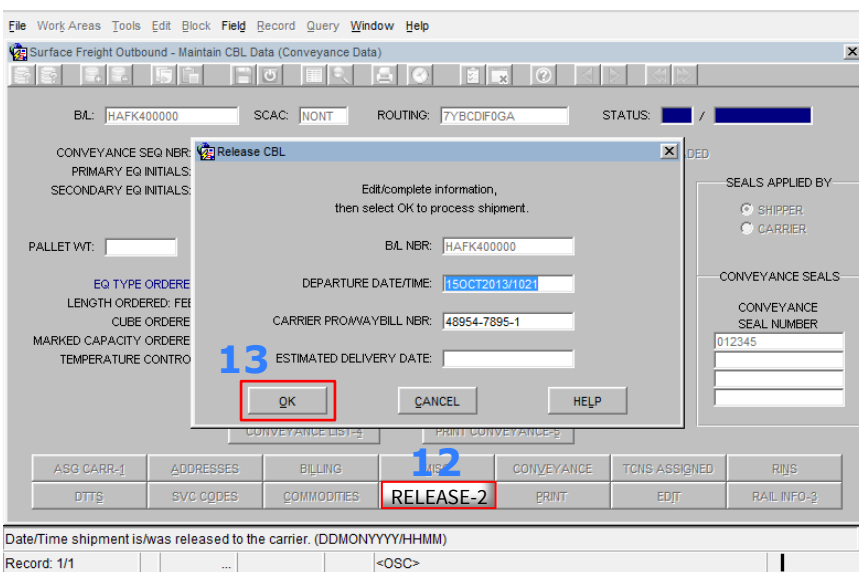


Figure 20 CBL: RELEASE-2 Window

12. Select the "RELEASE-2" button at the bottom of the Maintain CBL/GBL Data process.
13. Select the "OK" radio button on the Release CBL popup screen.



Not in System Errors

- Some CMOS sites continue to have Bills of Lading show as Not in System (NIS) in DTTS. Most BOLs show up on the NIS report because they were never released or the CMOS user neglected to mark the CBL with the DTTS indicator when it was originally released.
- As a reminder, for information to flow to DTTS in a timely manner, the Bill of Lading must be released from CMOS as soon as the cargo is turned over to the carrier. If the CMOS user neglects to mark the CBL with the DTTS indicator when it is originally released, they should reopen the CBL with the 'REOPEN CORRECTION' option, make the DTTS indication changes and re-release the CBL. This will allow the change to be processed by DTTS, GFM and Syn-cada. Any user that has been granted the permission to reopen released bills of lading by the System Administrator can reopen CBLs.

In order to correct a Not in System (NIS) status in DTTS, CMOS users must re-open the DTTS CBL. The following steps are required to open a CBL in CMOS and identify it as requiring DTTS tracking:

1. A System Administrator has the authority to reopen a closed BOL by *clicking* the checkbox next to "AUTHORIZED TO REOPEN RELEASED B/L" under the "User Qualification" heading on the second page of the System User Detail window in the System Administration work area.
2. *Select* the "REOPEN/CANX" button on the Maintain CBL Data (Addresses) window, *reopen* the CBL with the "REOPEN CORRECTION" option and *select* the appropriate correction indicators. *Select* "YES" to the "Do you really want to do this?" dialog box.
3. All TCNs on the Bill of Lading must have a Security Risk Code/CIIC assigned. This is the CIIC field on the Shipment Planning Detail window.
4. Within the Maintain CBL/GBL Data process, users must:
 - i. *Check* the "DTTS" checkbox on the Miscellaneous window,
 - ii. *Enter* the tractor serial number on the Conveyance Data window, and
 - iii. *Complete all* data fields in the DTTS Data window, including "Load Use Indicator", "Classification Indicator", "Transportation Company", and "Origin" and "Destination Contact Phone Numbers".
5. *Enter* the "Satellite Monitoring" service code (e.g. "SNS") and the Satellite Monitoring RIN (RIN 337).
6. *Enter* the proper Service Sponsor for the SNS service in the "Special Charges" description field on the Maintain CBL Data (Service Codes) window.

Select the "RELEASE-2" button to re-release the CBL.



To ensure proper transfer of shipments requiring Satellite Motor Surveillance (SNS) from FACTS to DTTS, FACTS users must follow the steps outlined below. For background on determining whether a shipment requires SNS, see the Introduction to this guide or the DTR Part II, Chapter 205.

1. Visit <https://mzc.csd.disa.mil/FACTS/>.
2. Enter your "Username" and "Password" and click "Login".

Figure 21 FACTS Login Screen

1. From the Main Menu, select "Transportation" → "Request Shipments" → "Shipment Request List"

Figure 22 Create Shipment Request Navigation

2. You can generate a DTTS shipment from either an 1149 or 1348 request. This guide will use a 1348 to generate a DTTS shipment. *Click "Add 1348".*

Shipment Request List

Search Criteria

Search By: Status TO WORKING

Create Begin Date: 2018-10-18

Create End Date: 2018-10-25

Form Type:

Transportation Priority:

GBLOC - UIC:

Creator Last Name:

Hazmat Indicator:

Search Results

2 results found. List includes results 1 through 2

Figure 23 Shipment Request Creation

3. Enter all the required information for the 1348 request. Make sure to select "Freight" for the "Type of Shipment".
4. Click "Add" at the bottom.

Freight Classification Nomenclature:

Shelf Life Code:

HAZMAT Ind:

Total Cube:

CAA:

Net Explosive Weight (New) UOM:

Container Type
BX

Number of Containers
1

Total Weight
100

Requisition # / Suffix
N601918298DR01

NSN Qualifier
NS - NATIONAL STOCK NUMBER

NSN or CAGE + Part Number
nsn

TCN
N601918298DR01XXX

Item Nomenclature
Test Item

RIC/UI/ITY/CON CODE/COG/UP
/BX/1/1/150

Serial Number

Additional Data

Dimensional Data
Length (Inches): 36
Width (Inches): 24
Height (Inches): 12

TAC
NTTA

Appropriation Data

Munitions Serial/Batch Number(s)

☐ Serial
☐ Batch

Serial/Batch Number	Quantity	Defect Code	Material Due Date (mmyy)
			

Type of Shipment & Clearance

Type of Shipment:
☒ Freight ☐ SPE ☐ Vendor

Clearance:
☐ ATCMD ☐ Commercial Air

Last Update User ID: Last Update Date:

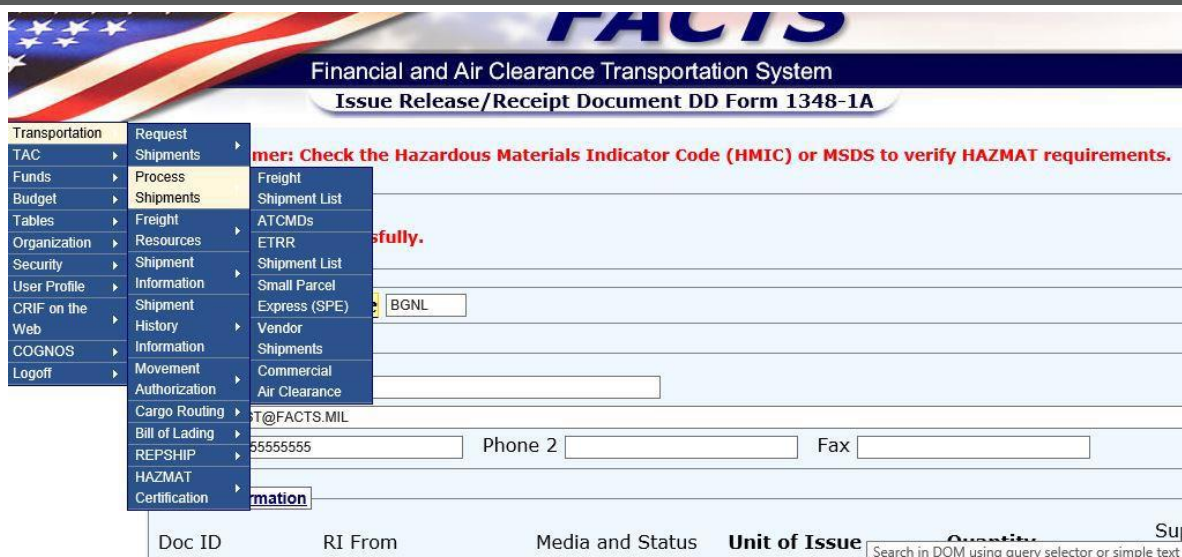
Figure 24 Example 1348 Shipment

5. The page should refresh and you should have a message at the top saying "Request Created Successfully." You can now create a "Freight Shipment" from this request.

Create a DTTS Freight Shipment

Create a Freight Shipment from the Shipment Request

1. From the Main menu, select "Transportation" → "Process Shipments" → "Freight Shipment List".



FACTS
Financial and Air Clearance Transportation System
Issue Release/Receipt Document DD Form 1348-1A

Transportation Request
TAC Shipments
Funds Process
Budget Shipments
Tables Freight
Organization Resources
Security Shipment
User Profile Information
CRIF on the Shipment
Web History
COGNOS Information
Logoff Movement
Authorization
Cargo Routing
Bill of Lading
REPSHIP
HAZMAT
Certification

Requester: Check the Hazardous Materials Indicator Code (HMIC) or MSDS to verify HAZMAT requirements.

Freight Shipment List

ATCMDs

ETRR

Shipment List

Small Parcel

Express (SPE)

BGNL

Vendor Shipments

Commercial

Air Clearance

ST@FACTS.MIL

55555555

Phone 2

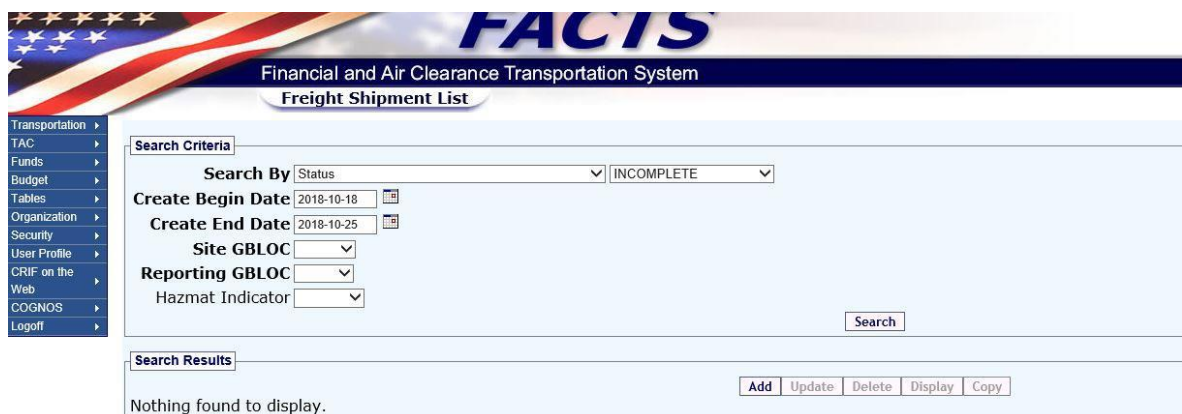
Fax

Doc ID RI From Media and Status Unit of Issue Quantity

Search in DOM using a query selector or simple text

Figure 25 Freight Shipment List Navigation

- Click "Add" on the Freight Shipment List screen.



FACTS
Financial and Air Clearance Transportation System
Freight Shipment List

Transportation
TAC
Funds
Budget
Tables
Organization
Security
User Profile
CRIF on the Web
COGNOS
Logoff

Search Criteria

Search By Status INCOMPLETE

Create Begin Date 2018-10-18

Create End Date 2018-10-25

Site GBLOC

Reporting GBLOC

Hazmat Indicator

Search

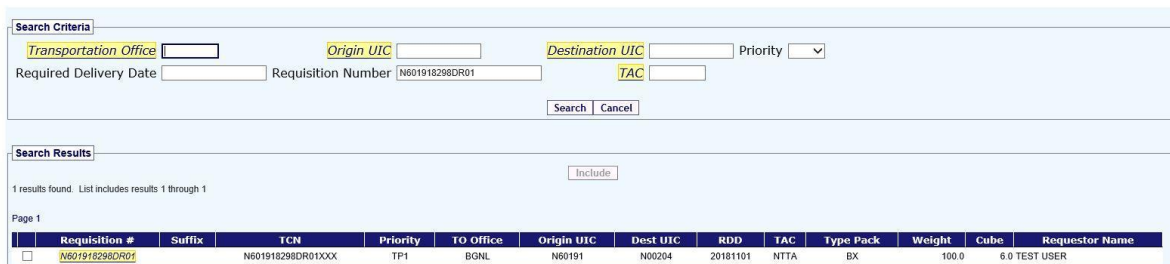
Search Results

Nothing found to display.

Add Update Delete Display Copy

Figure 26 Freight Shipment Entry

- Enter your requisition number from the 1348 request you created and click "Search".



Search Criteria

Transportation Office

Origin UIC

Destination UIC

Priority

Required Delivery Date

Requisition Number N601918298DR01

TAC

Search Cancel

Search Results

1 results found. List includes results 1 through 1

Page 1

Requisition #	Suffix	TCN	Priority	TO Office	Origin UIC	Dest UIC	RDD	TAC	Type Pack	Weight	Cube	Requestor Name
<input type="checkbox"/> N601918298DR01		N601918298DR01XXX	TP1	BGNL	N60191	N60204	20181101	NTTA	BX	100.0	6.0	TEST USER

Include

Figure 27 Freight Requisition Number Entry

- Select the checkbox next to your requisition number in the list and click "Include".
- Click "Select for Freight".



Financial and Air Clearance Transportation System
Freight Request List

Search Criteria

Transportation Office Origin UIC Destination UIC Priority
Required Delivery Date Requisition Number N601918298DR01 TAC
Search Cancel

Selected Packages

1 results found. List includes results 1 through 1

Page 1

Requisition Number	Suffix	TCN	Priority	TO Office	Origin UIC	Dest UIC	RDD	TAC	Type Pack	Weight	Cube	Requestor Name
N601918298DR01		N601918298DR01XXX	TP1	BGNL	N60191	N00204	20181101	NTTA	BX	100.0	6.0	TEST USER

Search Results

1 results found. List includes results 1 through 1

Page 1

Requisition #	Suffix	TCN	Priority	TO Office	Origin UIC	Dest UIC	RDD	TAC	Type Pack	Weight	Cube	Requestor Name
<input type="checkbox"/> N601918298DR01		N601918298DR01XXX	TP1	BGNL	N60191	N00204	20181101	NTTA	BX	100.0	6.0	TEST USER

Figure 28 Freight Selection

Shipment Header

1. You will be brought to the Shipment Header screen. In order to do a DTTS shipment, the Mode must be "MOTOR, TRUCKLOAD". Upon selecting this Mode, a checkbox will appear. Select "DTTS" by clicking the checkbox. Lastly, you must select an option from the "Load Use Instructions" drop-down.

Financial and Air Clearance Transportation System
Shipment Header

Shipment Details

Shipment ID	BOL Number	Type	Service	Mode	Status	BOL Date
		B-VOLUNTARY	NAVY	MOTOR, TRUCKLOAD	INCOMPLETE	

☒ DTTS ☐ Unit Move ☐ Retrograde/Diverted ☐ Pickup Service Furnished Security Risk Code

Waybill/Pro Number Waybill/Pro Date Method Of Payment TP - THIRD PARTY REPSHIP Indicator N - NO

Agent Name Authorized by Load Use Instructions EXCLUSIVE Transportation Priority

☐ No Broker/No Brokerboards ☐ No Hotshots ☐ No Intermodal

Carrier Information

Pickup Details

Response Time 15 MINUTES

Requested Pickup Date 2018-10-27

Pickup Less Than 24/48 Hours? Y - YES

Actual Pickup Date

Actual Pickup Time (local)

Contract Number

Actual Pickup Date (Greenwich)

Actual Pickup Time (Greenwich)

Delivery Details

Requested Delivery Date 2018-11-01

Required Delivery Date 2018-11-01

Actual Delivery Date

Actual Delivery Time (local)

Figure 29 Shipment Header Information

2. If you need to include remarks to send to SDG3, enter your remarks in the "Remarks to SDG3" field in the Remarks section. During the Rating and Ranking process, the remarks you entered will be submitted to SDG3. The fields below "Information from SDG3" will later be populated if SDG3 sends any information back.
3. Enter any other information you need on the shipment header.
4. Click "Add" at the bottom of the screen.



Address Details

1. You will be brought to the Freight Shipment Maintenance screen, which contains a read-only version of the Shipment Header at the top with tabs at the bottom. You will be on the Address Details tab. Most of the information you need should have been pulled from the Request you entered earlier.
2. *Enter* a DSN number for the "Origin" and "Destination" address blocks.
3. Make any other edits you need and then *click* "Add" at the bottom of the tab.

The screenshot displays the 'Address Details' form with three main sections: Shipper, Consignee, and Issuing Office. Each section contains address fields (Address 1, 2, 3), City, State, Zip Code, Country, Phone, and POC Name. The Shipper section is for the origin, the Consignee section is for the destination, and the Issuing Office section is for the origin of the equipment. The DSN field is highlighted in red in the Shipper and Consignee sections. The Issuing Office section is partially obscured by a greyed-out area.

Shipper

Address 2: 983 D AVE BUILDING 720
Address 3: VIRGINIA BEACH VA 23460-5120
City: VIRGINIA BEACH
State: VIRGINIA
Zip Code: 23460-5120
Country: UNITED STATES
Phone: 5555555555 DSN 5555555555
POC Name: TEST USER

Consignee

Address 2: TRANSPORTATION OFFICER SUPPLY DEPT
Address 3: 690 SAN CARLOS ROAD BLDG 3581
City: PENSACOLA
State: FLORIDA
Zip Code: 32508-5014
Country: UNITED STATES
Phone: 5555555555 DSN 5555555555
POC Name: TEST USER

Issuing Office

GBLOC: BGNL
Address 1: NAVSUP FLT LOG CTR NORFOLK
Address 2: 1968 GILBERT STREET
Address 3: BLDG W-143 RM B-619
City: NORFOLK
State: VA VIRGINIA
Zip Code: 23511-5000

Figure 30 Address Entry

Equipment Details

1. You should now have an Equipment tab available. *Click* "Equipment" to be brought to the Equipment tab.
2. Select your "Requested Equipment", *enter* any other data you need, and *click* "Add" at the bottom of the tab.



Address Details | **Equipment**

Equipment Details

Equipment ID

Requested Equipment Details

Number of Vehicles

Requested Equipment

Length Ordered Marked Capacity Ordered Full Visible Capacity

Temperature Control Total Weight

Remarks

Alternate Equipment List

Equipment Type

No alternate equipment has been included.

Last Update User ID Last Update Date

Figure 31 Equipment Selection

3. After the page refreshes, you should now have additional buttons at the bottom of the Equipment tab.
4. Click "Units" to add a Unit to your shipment.
5. You should see the Unit you created in your Request; select the unit from the list and click "Create Unit".
6. You will be brought to the Freight Unit Maintenance screen; enter all your unit information and click "Add" at the bottom of the screen.

Address Details

Package Type **Commodity Type** **Commodity Code**

Package Description **Package Count**

Package Marks

Minimum Temperature (F) Maximum Temperature (F) Oversize Items

TCN Requisition # TTN

Project Code TAC Priority

Appropriation

Security Risk HAZMAT Indicator

CIIC REPSHIP Indicator

Remarks

Unit Dimensions

Length (inches) Width (inches) Height (inches) Total Weight (LB) Total Cubic Feet

Unit Item List

1 results found. List includes results 1 through 1

Page 1

Item ID	NSN Qualifier	NSN or CAGE + Part Number	Nomenclature	CIIC	HAZMAT
	NSN	NSN	TEST ITEM	U	NO

Contract Number Contract FOB Contract Date

Total Cost Purchase Order Number Purchase Order Date

Last Update User ID Last Update Date

Figure 32 Freight Information

7. Click "Cancel" to return to the Unit List screen.
8. Click "Cancel" to return to the Equipment tab.
9. Click on the "Services" button at the bottom of the tab.



10. Click the "Equipment Services" tab.
11. In order to do a DTTS shipment, you must have the shipment service "SNS – Satellite Monitoring" selected. *Select* this service and any others you wish to have and *click* "Update" at the bottom of the screen.

Financial and Air Clearance Transportation System

Freight Shipment Services

Shipment ID: F151890791 Equipment ID: E000001474

Shipment Services | Equipment Services

Services	Services Question(s)
<input type="checkbox"/> CHN - Chains And Binders	Number Of Extra Chain-And-Binder Sets <input type="text"/> Number Of Extra Nylon Straps <input type="text"/>
<input type="checkbox"/> CIS - Constant Surveillance	
<input type="checkbox"/> DCS - Trailer Tracking Service	
<input type="checkbox"/> DDP - Dual Driver	
<input type="checkbox"/> ELS - Extra Lights	
<input type="checkbox"/> EMT - Empty Trailer Movement	Dispatch SPLC <input type="text"/>
<input type="checkbox"/> ERS - Return Of Empty Trailers	
<input type="checkbox"/> EXC - Exclusive Use	
<input type="checkbox"/> EXD - Extra Driver	
<input type="checkbox"/> EXP - Expedited Shipment	
<input type="checkbox"/> IMP - Impactographs	Number Of Impactographs <input type="text"/>
<input type="checkbox"/> PER - Overweight Permits	
<input checked="" type="checkbox"/> PSS - Protective Security	
<input type="checkbox"/> PTS - Protective Tarping	
<input type="checkbox"/> RSS - Restricted Speeds	Maximum Speed Permitted <input type="text"/>
<input type="checkbox"/> RSV - Reservation Of A Portion Of A Vehicle	Number Of Cubic Feet To Be Reserved <input type="text"/>
<input checked="" type="checkbox"/> SNS - Satellite Monitoring	
<input type="checkbox"/> WTV - Weight Verification	
<input type="checkbox"/> 520 - Overdimensional	

Update Cancel

12. Click "Cancel" to return to the Equipment tab.
13. You should now have two new tabs available: Bill of Lading and Forms Generation.

Rating and Ranking

1. Click on the Bill of Lading tab.
2. Click on the "Rate and Rank" radio button at the bottom of the tab.

Address Details | Equipment | Bill of Lading | Forms Generation

Shipment Summary

Shipment provided short form Bill of Lading - not negotiable - domestic. All parties hereto and their assigns are familiar with and agree that this Bill of Lading is subject to: (1) the terms and conditions of the Uniform Domestic Straight Bill of Lading set forth in the National Motor Freight Classification and the Uniform Freight Classification and (2) tariffs and classifications in effect on the date hereon.

ORIGIN: SPLC = 261300290, NAVAL AIR STATION OCEANA, 983 D AVE BUILDING 720, VIRGINIA BEACH VA 23460-5120, VIRGINIA BEACH, US-VA, US, 23460-5120
DESTINATION: SPLC = 494970000, NAVAL AIR STATION PENSACOLA, TRANSPORTATION OFFICER SUPPLY DEPT, 690 SAN CARLOS ROAD BLDG 3583, PENSACOLA, US-FL, US, 32508-5014
DATES: Requested Pickup = 2018-10-27 Delivery Due = 2018-11-01
REQUESTOR: TEST USER Phone = 5555555555 Email = TEST@FACTS.MIL
CARRIER:
EQUIPMENT:

Stop Off Summary

No Stop Offs found to display.

Services Summary

3 items found, displaying all items.1

Services
PSS - Protective Security
SNS - Satellite Monitoring
Local services are not included in the Bill of Lading charges.

Cargo Summary

2 items found, displaying all items.1

Type	Hazmat	Description	Weight (lbs.)
UNIT	NO	Unit ID = U571854616, Description = TEST ITEM, TCN = N601918298DR01XXX, Origin SPLC = 261300290, Dest SPLC = 494970000, Commodity Code = 999913 (DOD UNIQUE), Cube = 6, Dimensions: L = 36, W = 24, H = 12	100
ITEM	NO	Item ID = 1938293208, Nomenclature = TEST ITEM, NSN = NNSN, CHC = U	

Rate and Rank | Print CBL | Carrier Override

Figure 33 SNS Selection

3. Your shipment will now be submitted to retrieve a list of carriers back. You will need to wait the amount of time you specified in the "Response Time"

drop-down on the Shipment Header. Click "Cancel" to return to the Freight Shipment List screen.

4. Once the response time has passed, return to the Freight Shipment List screen.
5. If you don't see your shipment in the Search Results, adjust the search criteria and click "Search" again.
6. Select your shipment in the Search Results and click "Update".
7. You will now have an "Award" tab available.

Awarding a Carrier

1. Click the Award tab.
2. The Award tab will display the list of carriers available to complete the shipment. They will be sorted from lowest cost to highest cost. If you choose not to pick the carrier with the lowest cost, you must click "Report Incident" for each carrier above the one you wish to use to explain why you did not use it.
3. Click the radio button next to the carrier you wish to use and click "Award".

Address Details Equipment Bill of Lading Award Forms Generation						
Candidate Carriers						
Total Carriers Returned						
[First] 1 [Last]						
Award Cancel Award						
Award	Equipment Information	Carrier Information	Rate Qualifier / Total Cost	Tender # / Supplement #	Exp. Date	Carrier Performance
<input type="radio"/>	[AV2] Van, closed, 31-40 ft	EXLA ESTES EXPRESS LINES 9663783748 Submitted By:TEST Phone:5555555555 Email:TEST@FACTS.MIL	\$471.70	130783 / 01	2019-07-01	Delete Incident
<input checked="" type="radio"/>	[AV2] Van, closed, 31-40 ft	XCTG XCELERATED TRANSPORTATION GROUP LLC 8665377100 Submitted By:TEST Phone:5555555555 Email:TEST@FACTS.MIL	\$828.50	000325 / 00	2019-12-15	Report Incident
<input type="radio"/>	[AV2] Van, closed, 31-40 ft	ICUBA ICUBA MOBILITY EXCHANGE CORPORATION 5624678972 Submitted By:TEST Phone:5555555555 Email:TEST@FACTS.MIL	\$876.91	800267 / 00	2019-11-23	Report Incident
<input type="radio"/>	[AV2] Van, closed, 31-40 ft	AACP AARE LOGISTICS, LLC 8888781105 Submitted By:TEST Phone:5555555555 Email:TEST@FACTS.MIL	\$907.07	290501 / 00	2019-12-21	Report Incident
<input type="radio"/>	[AV2] Van, closed, 31-40 ft	RDNEY ROADWAY EXPRESS NOW KNOWN AS YRC IN 8006106551 Submitted By:TEST Phone:5555555555 Email:TEST@FACTS.MIL	\$949.44	004373 / 00	2018-11-30	Report Incident
<input type="radio"/>	[AV2] Van, closed, 31-40 ft	RSXN R & R EXPRESS, INC 5596976068 Submitted By:TEST Phone:5555555555 Email:TEST@FACTS.MIL	\$988.00	000237 / 00	2018-12-22	Report Incident

Figure 34 Carrier Award Screen

Furnished Equipment Details

1. Click the Equipment tab.
2. There will now be an "Awarded Equipment Details" section. For a DTTS shipment, you are required to enter the "Furnished Equipment", "Primary Equipment Initials", "Primary Equipment Serial Number", "Secondary



Equipment Initials", "Secondary Equipment Serial Number", and at least one "Seal Number" and "Applied By". Once you are finished, *click* "Update".

Figure 35 Equipment Entry

RINs

1. Some carriers require RINs. *Click* the "RINs" button to enter any mandatory RINs for the carrier.
2. Once you have entered all "Mandatory" RINs and any "Optional" RINs you wish to provide, *click* "Update".

Figure 36 RIN Information Entry

3. *Click* "Cancel" to return to the Equipment tab.

Signature and Tally

1. *Click* "Signature and Tally" to enter Signature and Tally information for the shipment.
2. *Select* the Lead TCN for the Final Destination and *click* "Update".



Figure 37 Signature and Tally Information Entry

3. Click "Cancel" to return to the Equipment tab.

Actual Pickup Date and Time

1. You must now enter the "Actual Pickup Date" and "Time". Click "Edit Shipment Details" at the bottom of the Shipment Header to modify the Shipment Header information.
2. Enter the "Actual Pickup Date" (Note: this must be the same as the "Request Pickup Date") and the "Actual Pickup Time (local)". **For DTTS shipments, the Greenwich Date and Time are also required**; enter the "Actual Pickup Date (Greenwich)" and "Actual Pickup Time (Greenwich)". Click "Update" at the bottom of the screen.

Figure 38 Pickup Date Entry

3. Click "Cancel" to return to the Freight Shipment Maintenance screen.

Completing the Shipment

1. You are now ready to complete the shipment. Click the "Bill of Lading" tab.
2. Click "Complete Shipment" at the bottom of the tab.
3. After the page refreshes, you will see a message that reads, "Shipment has been completed." The DTTS shipment is now complete!

Steps after Completing the Shipment

1. Once the shipment is complete, the RTO team waits for SDG3 to contact the RTO office. If there are any discrepancies that prevent the booking

from continuing, SDG3 will contact the RTO office and provide guidance on what you need to correct. If this happens, you must return the shipment to incomplete, make the required changes, and resubmit the shipment.

2. Once SDG3 screens the request, they release it for rate and rank. SDG3 typically provides detailed notes in the remarks block instructing the booker on the status and special instructions of the shipment. The RTO Office will contact SDG3 only if the shipping request is sitting in the system not moving for rate and rank.

Create a REPSHIP for the DTTS Freight Shipment

1. To complete a REPSHIP for the DTTS shipment, go to "Transportation" → "REPSHIP" → "REPSHIP List" from the Main Menu.



Figure 39 REPSHIP Navigation

2. Click "Add".

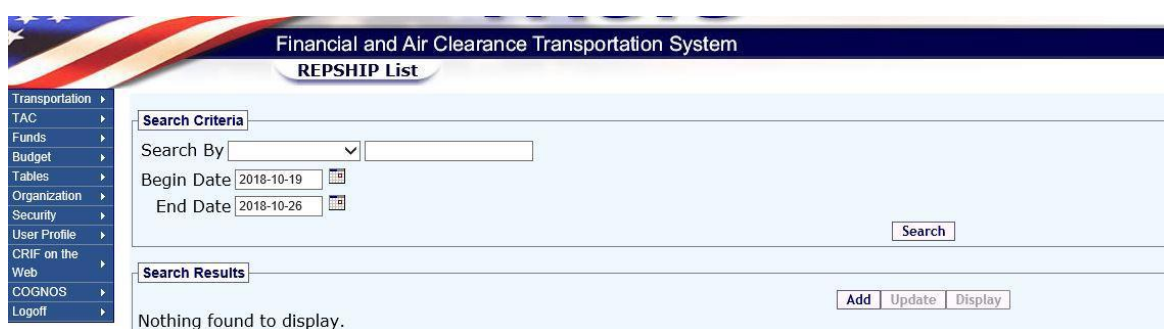


Figure 40 REPSHIP Entry

3. Enter the TCN of the unit you made in the Freight Shipment into the "TCN" field in the "Shipment Information" section.
4. Press tab or click off the field. The page will refresh and certain fields will automatically populate based on the TCN you entered.

REPSHIP Entry

Email Notifications

Consignor/Shipper DODAAC/UIC N60191
 Activity Name NAVAL AIR STATION OCEANA
 Email
 Shipper Emergency POC
 CML Phone DSN Phone
 Other DODAAC/UIC
 Other Name
 Email
 POE
 Email

Consignee/Destination DODAAC/UIC N00204
 Activity Name NAVAL AIR STATION PENSACOLA
 Email
 First Tranship Location DODAAC/UIC
 First Tranship Name
 Email
 Other DODAAC/UIC
 Other Name
 Email
 POD
 Email

Bill Of Lading Information

BOL # Ship Date
 BOL Date Ship Time
 Tracking # Delivery Date 2018-11-01
 Pickup Date 2018-10-27 MTX-GS
 Mode/Method

Carrier Information

Name FEDERAL EXPRESS CORPORATION SCAC FDE
 Email TEST@NAVY.MIL
 POC TEST
 CML Phone 555-555-5555

DTTS Website: [Defense Transportation Tracking System \(DTTS\)](#)

Shipment Information

TCN N601918298DR01XXX Lead TCN # of Boxes ETA RDD 20181101
 Stop Off DODAAC Pieces 1 Weight 100 Cube 5
 Email Length 36 Width 24 Height 12
 Container TCN Condition Code DODIC/NALC

Figure 41 REPSHIP Entry Continued

5. Click "Add TCN" at the bottom of the Shipment Information section. The page will refresh and you will now have a TCN List section with the TCN you just created.
6. If you wish to add more TCNs to the REPSHIP, enter another TCN in the "Shipment Information" section and click "Add TCN". Repeat this until you have all your TCNs in the TCN List section.
7. Enter "Email Addresses" for the "Consignor" and "Consignee".
8. Add/update any other information for the REPSHIP.
9. You can now email the REPSHIP to the Consignee, Consignor, and Carrier by clicking "Send Email" at the bottom of the page. After the page refreshes, click "Confirm Email" at the top.
10. If the consignee acknowledges the REPSHIP, they should provide a Release/Approval Number. Enter the "Release/Approval Number" and "Consignee Name" in the "Confirm Information" section.



Confirm Information		
Release/Approval Number	<input type="text" value="CNWU238DJ"/>	Name <input type="text" value="TEST USER"/>
		Userid <input type="text"/>
Surface Ocean Information		
ETR/Release Number	<input type="text"/>	Port Call File Number <input type="text"/>
Vessel Name	<input type="text"/>	Voyage Document Number <input type="text"/>
Create Date	<input type="text" value="2018-10-26 11:01:32.486805"/>	Last Update Date <input type="text" value="2018-10-26 11:01:32.486899"/>
<input type="button" value="Clear"/> <input type="button" value="Update"/> <input type="button" value="Send Email"/> <input type="button" value="Confirm REPSHIP"/> <input type="button" value="Preview"/> <input type="button" value="Cancel"/>		

Figure 42 REPSHIP Release/Approval Entry

11. Click "Confirm REPSHIP" at the bottom of the page. The page will refresh and you will see a message at the top saying "REPSHIP updated and confirmed!".



TGIS

The DTTS Program Management office uses the Transportation Geospatial Information System (TGIS) for mission execution. TGIS users must possess a Common Access Card (CAC). TGIS is an unclassified system and can be accessed at <https://tgis.sddc.army.mil/>. If telephone support is required, contact TGIS at (800) 462-2176 option 4 or 618-220-7783 DSN 770-7783.

DTR Chapter 205 requires shippers to ensure shipment data is present in TGIS prior to releasing the TSP from the installation. To do this, users must physically log into TGIS to verify shipment information is present. This action requires an active TGIS account.

Obtaining an Account

All shippers moving AA&E and OSM requiring SNS must request DTTS access via the Transportation Geospatial Information System (TGIS) website at <https://tgis.sddc.army.mil/>. Fill out and submit the application for access at <https://tgis.sddc.army.mil/> and, once approved, request access to DTTS. Once your account is approved, you will receive a DTTS User Guide via e-mail. Navy shippers must go to <https://nossa.nmci.navy.mil/nrws3/> to request access to Navy data in DTTS. The screenshot in Figure 2 shows the registration form.

The screenshot shows a web browser window with the URL <https://stage.egis.tes.army.mil/TGIS/Account/Register/return.do>. The page title is "Register." and the subtitle is "Create a new account or reset an existing account". There are two radio buttons: "Register" (selected) and "Reset Existing Account". The form fields are: Email (placeholder: your.name@us.army.mil), First Name, Last Name, Certificate Subject (pre-filled: C=US, O=U.S. Government, OU=DoD, OU=PKI, OU=CONTRACTOR, CN=DRAUGHN, ROYCE), Phone #, Rank/Title (dropdown: CIV), Command (dropdown: ARMY), Organization, DSN Phone #, Sponsor Name, and Sponsor Phone #. A "Register" button is at the bottom.

Figure 43 TGIS Registration Screen



For assistance with account requests, please contact the TGIS (800- 462-2176, option 4) or DTTS Program Management Offices (618-220-5305 or 800-826-0974).

Accessing TGIS

TGIS is a CAC-enabled system. Insert your CAC and navigate to <https://tgis.sddc.army.mil>. Read the user agreement and *click* "Agree" to enter the site.

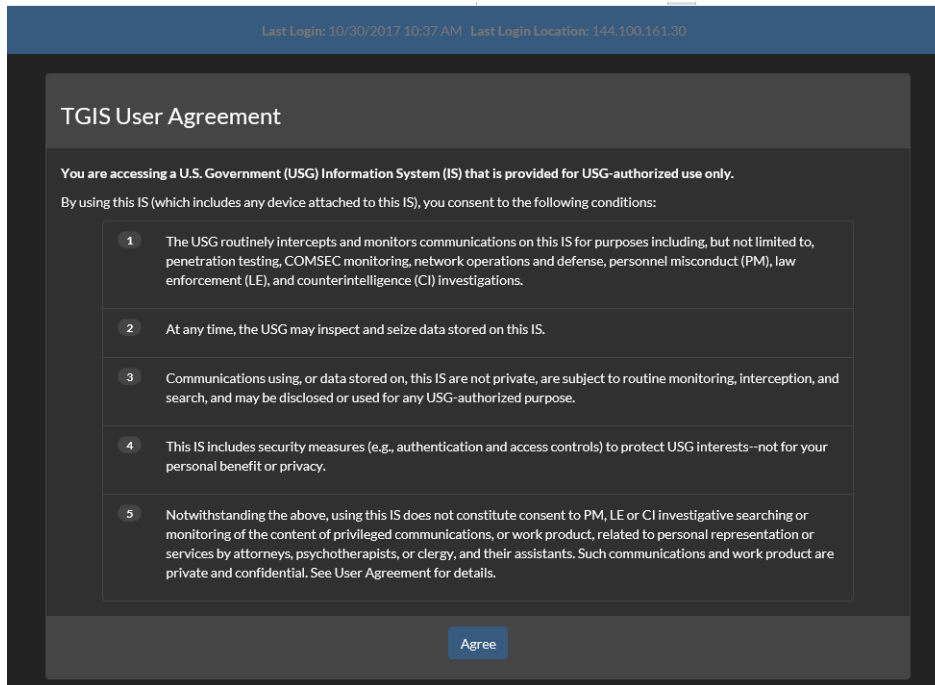


Figure 44 TGIS User Agreement Screen

- Once you agree, the screen will refresh to the TGIS Application Suite. This screen will display applications the user has access to in white and the applications the user does not have access to in red.

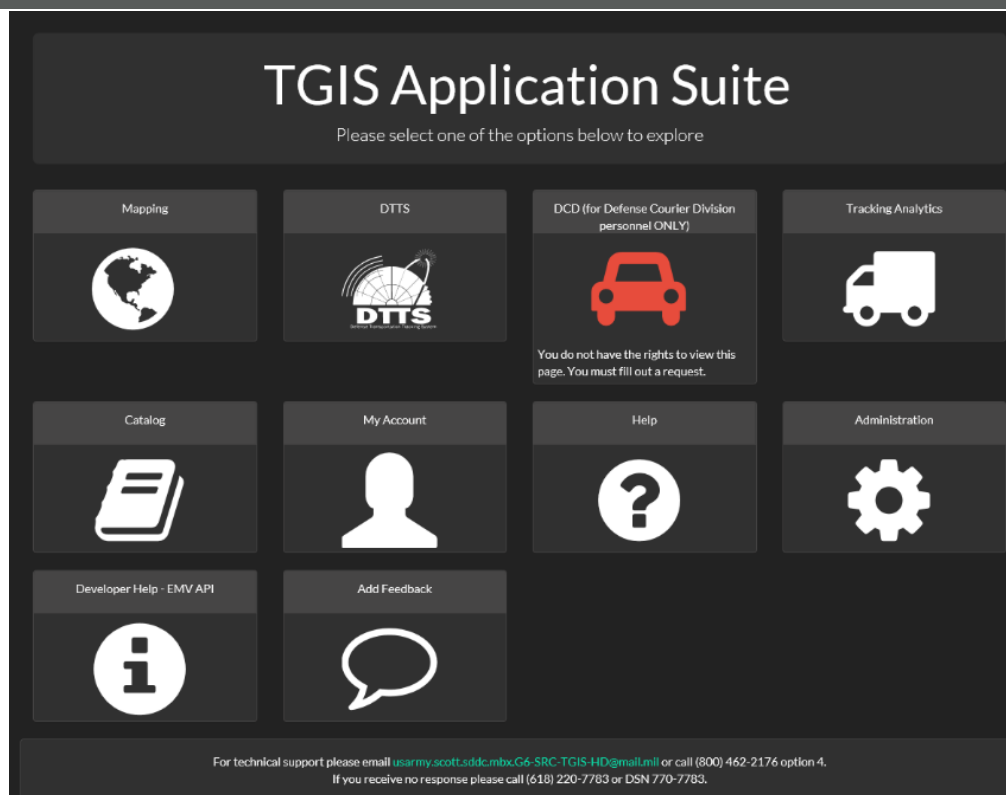


Figure 45 TGIS Home Screen

- Select “DTTS” to enter the DTTS system.

Verifying Shipment Information

Shippers must ensure shipment information has flowed from the shipper system to DTTS by following the steps outlined below. In the event that shipment information is not present, shippers shall enter shipment information by following the steps in “Adding a New Shipment” prior to releasing the truck.

Adding a New Shipment

Use this application to enter new shipments for DTTS tracking. Shipment information flows into DTTS via electronic data interchange (EDI) from one of several shipping systems (DSS, GFM, CMOS, or FACTS) used by DOD shippers. Shippers shall enter shipments in the TGIS using the Add New Shipment drop down if the shipment information did not flow to DTTS. The blue numbers on the figures below are hyperlinked to the specific instruction they correspond to for ease of navigation.

When shipment information does not electronically flow from the shipper system, it is helpful to notify the shipper system of the incident using the shipper system helpdesk process. This allows the shipper system to determine and address the cause of the EDI failure. See Appendix G for helpdesk contact information.



Shipment Information

Select "DTTS Menu" then click "Add/Modify/Confirm Shipment" buttons, or select "Apps", then "DTTS", and then "Shipments". The screen displayed below will appear. **Note:** Any text in red is a required field.

Figure 46 TGIS Shipment Info Entry Screen Detail

1. Enter "BOL Number" and click on the green check mark to verify that the BOL exists in the system. If BOL is not in the system, the message "BOL does not exist in the database" will display.
Note: DTTS BOLs will always start with a letter. If your BOL begins with a number, put "CBL" in front of the number. For example, if your BOL is 123456789 you will put CBL in front of the BOL when entering into DTTS so it will say CBL123456789. Also, DTTS BOLs need to fill the entire BOL box. Fill the remaining spaces with a "-01" and "X"s until the box is filled. If you omit this step, DTTS will put the BOL into the correct format. Our example BOL will now be CBL123456789-01XX not in the system. For split shipments, the portion of the BOL following the dash will be "90" for the first stop-off, followed by "91" and incrementing by one for each successive stop-off until all stop-offs in the split shipment are represented by a unique BOL.
2. Enter "GBLOC".
3. Enter "Service Charge".
Note: Click on the question mark icon (shown to the right) to see available service charge values. Repeat for other blocks with the same icon as necessary.



4. Enter Origin "DODAAC" and "SPLC" (if applicable).
 - **Note:** If the correct DODAAC or SPLC is already known, enter the code in the "DODAAC" or "SPLC" box and *click* the black triangle. This will auto fill the "DODAAC" and "DODAAC Name" boxes as well as the "SPLC" and "SPLC Name" boxes if there is an SPLC associated with the DODAAC.
 - If the correct DODAAC or SPLC is not known, click on the magnifying glass icon to the right of the "DODAAC Name" box to search for it. The box below will pop up.

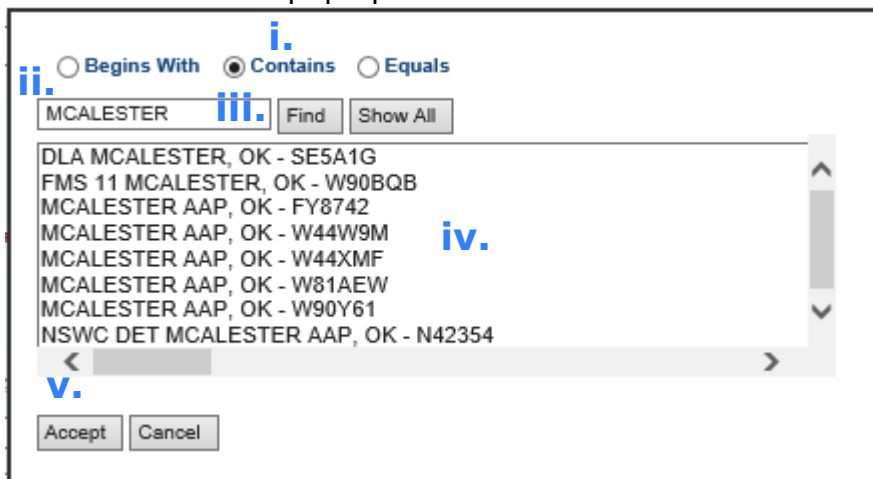


Figure 47 DODAAC/SPLC Lookup Detail

- i. Click the "Contains" radial button.
 - ii. Enter known information into the search bar.
 - iii. Select "Find".
 - iv. DTTS will display all codes that match the search description. Select the code you need.
 - v. Click the "Accept" button.
 - The box shown in above in Figure 3 will close. On the Shipment Info screen, *click* the black triangle to the right of the magnifying glass to auto-fill the remaining fields.
 - Repeat the above steps to locate the Destination DODAAC and SPLC.
 - **Note:** If you are unable to find a matching DODAAC, refer to the Defense Logistics Agency (DLA) Defense Automatic Addressing System (DAAS) [website](#).
5. Enter Origin "Phone" and "DSN" (if applicable).
 6. Enter Destination "DODAAC", "SPLC", "Phone" and "DSN".
 7. "Pickup Date" will populate automatically.
 8. Enter "Security Classification".
 9. Enter "Required Protective Services". **This should always be S for satellite.**
 10. Enter "Actual Protective Services". **This should always be S for satellite.**



11. Enter "Load Use".
12. Enter "Load Type".
13. Select "SCAC" from the drop down list.
14. Select "Tractor Number" from the drop down list.
Note: DTTS will only allow you to put shipments on trucks registered in the DTTS System. If the SCAC-Truck combination is not available, contact the carrier to verify the truck number.
15. If the shipment requires trailer tracking IAW DTR 205, Table 205-7, click the "DCS" box to check it.
 - a. For shipments requiring DCS, fill out the "Trailer SCAC" and "Trailer Number" fields.
 - b. For shipments that do not require DCS, leave the "DCS" box unchecked and move on to step 16.
16. Enter any comments pertinent to the shipment

Load Information

Note: If the shipment contains **multiple TCNs**, enter each TCN load individually and select "Add Load" after each entering TCN. Continue until all shipment data is entered.

Load Info

TCN	1	UN Num	2	DODIC/NALC	3	4	JHCS/SWO Lookup	Clear Load		
NSN	5	Description	6	PSN	7					
CIIC	8	Hazard Class	9	Pieces	10	Weight	10	Cube	10	
NEW/Hazmat Net Quantity Ship	11	NEW Unit of Measure	12							
Trailer Num	13	DROM/Container	14	RDD	15	16	RQ	Project Code	17	18

Add Load
View Selected
Remove Selected
Clear All Loads

19

Last Known Shipment Information
SCAC/Last Truck:
Status:
SRC:
Town Proximity:
City Proximity:
Date/Time:
Map Shipment

Submit Shipment
Clear All Forms

Figure 48 TGIS Load Info Screen Detail

1. Enter "TCN".
2. Enter "UN Number".
3. Enter "DODIC/NALC".
Note: If the DODIC/NALC is only partially known, select the magnifying glass located next to the field and you can query on the information

known. For example, view Figure 49 *DODIC/NALC Query Example* below. The example shows a query using a partially known DODIC.

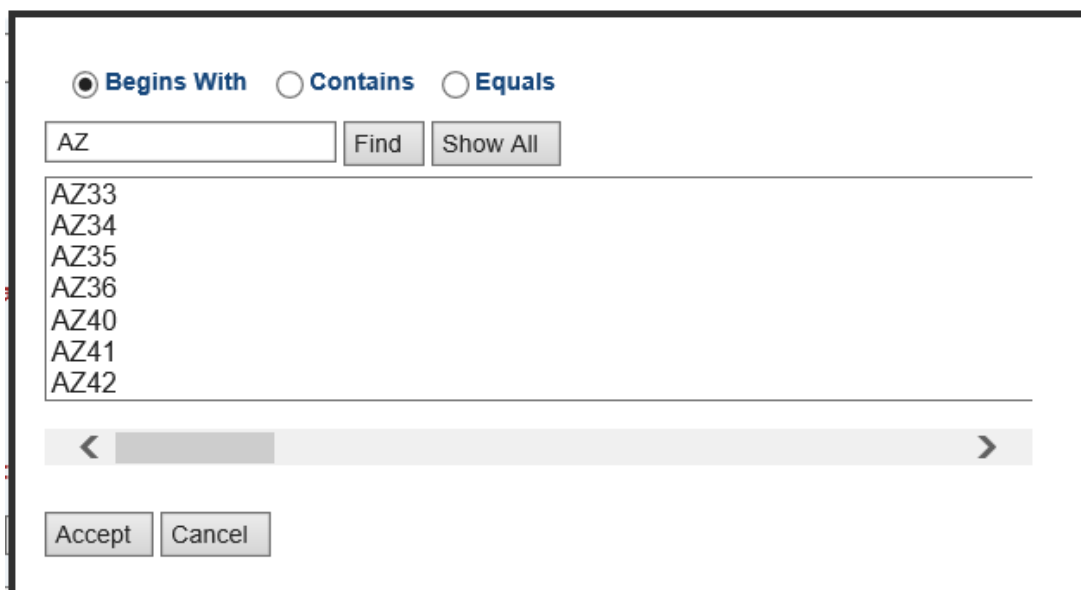


Figure 49 DODIC/NALC Query Example

4. Optional. *Select "JHCS/SWO" lookup to view current values in load info.*
Note: The screen will provide information based on the load info that may assist in filling out the majority of the requested blocks.
5. *Enter "NSN".*
6. *Enter "Description".*
7. *Enter Proper Shipping Name (labeled "PSN").*
8. *Enter "CIIC".*
9. *Enter "Hazard Class Division".*
10. *Enter "Pieces", "Weight", and "Cube".*
11. *Enter "Net Explosive Weight/Hazmat Net Quantity Shipped".*
12. *Enter "Unit of Measure".*
13. *Select "Trailer Number" from the dropdown list (if the DCS checkbox was selected). Selecting the DCS checkbox enables the "Trailer SCAC" and "Trailer Number" dropdown lists to become visible next to the DCS box. The "Trailer SCAC" dropdown will show all carrier SCAC"s but will not populate a trailer number unless the number is in active status in the DTTS system. If the DCS box is not checked, the "Trailer Number" box will remain grayed out.*
14. *Enter "DROM/Container Number" (as required).*
15. *Enter "RDD" as required in accordance with the DoD Standard Transit Time Guide (DTR 202, Table 202-3 and 202-4).*
16. *Select "RQ" if a Reportable Quantity IAW 49 CFR Part 172.101 Appendix A List of Hazardous Substances and Reportable Quantities.*
17. *Enter "Project Code" (as required).*



18. Click "Add Load".
19. If this is the only load or the last load, *click* "Submit Shipment". If more loads are included in the shipment, repeat the above steps to enter the new load.
 - Screen will refresh and say "Successfully Added".



Appendix A: Acronyms and Abbreviations

Acronym/ Abbreviation	Explanation
AA&E	Arms, Ammunition and Explosives
BOL	Bill of Lading
CBL	Commercial Bill of Lading
CIIC	Controlled Inventory Item Code
CIS	Constant Surveillance
CMOS	Cargo Movement Operations System
DCS	Trailer Tracking Service
DDP	Dual Driver Protective Service
DEN	DTTS Emergency Notifier
DODAAC	DoD Activity Address Code
DODIC	DoD Identification Code
DSN	Defense Switching Network
DSS	Distribution Standard System
DTTS	Defense Transportation Tracking System
EDI	Electronic Data Interchange
ETA	Electronic Transportation Acquisition
FACTS	Financial and Air Clearance Transport System
GBL	Government Bill of Lading
GBLOC	Government Bill of Lading Office Code
GFM	Global Freight Management
GMT	Greenwich Mean Time
IGC	Integrated Data Environment/Global Transportation Network
ITV	In-Transit Visibility
JMC	Joint Munitions Command
MFTURP	Military Freight Traffic Unified Rules Publication
NALC	Navy Ammunition Logistics Code
OSM	Other Sensitive Material
PSS	Protective Security Service
RIN	Routing Instruction Code
SCAC	Standard Carrier Alpha Code
SEV	Security Escort Vehicle
SNS	Satellite Monitoring Service
SPLC	Standard Point Location Code
SRC	Security Risk Category
SPLC	Standard Point Location Code



Acronym/ Abbreviation	Explanation
TAV	Total Asset Visibility
TGIS	Transportation Geospatial Information System
TO	Transportation Officer



Appendix B: BOL Information

No matter the system, users should verify that the Bill of Lading is correct to ensure that DTTS has proper visibility of the shipment. Depending on the system, there are different pieces of information to verify. Table 1 *Bill of Lading Error Checking* provides an overview of what to check by system.

System	Example BOL	Information to Verify
DSS	16 A5F4AA	Leading two digits indicate correct calendar year
CMOS	LD FL700240	Leading four digits indicate correct GBLOC
	LD F L700240	Fifth digit indicates the correct fiscal year
GFM	W22P1H 0096006	Leading six digits indicate the correct DoDAAC

Table 1 Bill of Lading Error Checking

Users entering a shipment into TGIS directly must convert the BOL into the TGIS format. Users must add the characters "CBL" to the front of any BOL that begins with a number. Users must also add "-01" to the end of the BOL, along with the requisite number of "X"s to fill the entire 17-character data field. Table 2 *TGIS BOL Conversion Examples* provides examples of BOL conversions using the examples from Table 2 *TGIS BOL Conversion Examples*.

System	Example BOL	TGIS Conversion
DSS	16A5F4AA	CBL16A5F4AA-01XXX
CMOS	LDLFL700240	LDLFL700240-01XXXX
GFM	W22P1H0096006	W22P1H0096006-01X

Table 2 TGIS BOL Conversion Examples



Appendix C: Service Codes

Service	Service Code	DoDAAC begins with...
Air Force	F	F or E (comm)
Army	A	W, JM, or C (comm)
Coast Guard	P	Z
DLA	S	SW, SB, SV, SY, or SZ
Marines	M	M or L (comm)
Navy	N	N, R, V, or Q (comm)
DCMA	D	Starts with S, ends with A

Table 3 Service Codes and Corresponding DODAACs

Appendix D: DTTS Shipment Information

The following tables list the most commonly required information for DTTS tracking. **Error! Reference source not found.** provides background on information about the shipment, while **Error! Reference source not found.** provides background on information about the loads contained in a shipment. Note that information requirements vary among shipper systems.

Shipment Information (Table 1)

Data Element	Importance
<i>BOL Number</i>	The Bill of Lading is a contract between the shipper and the Transportation Service Provider (TSP) whereby the TSP agrees to furnish transportation services subject to the conditions printed on the BOL. Various DoD offices and systems use the BOL for identification, tracking, and payment processes within the Defense Transportation System. See Appendix B: BOL for a BOL breakdown chart.
<i>GBLOC</i>	The Government Bill of Lading Office Code is a unique identifier for DoD shippers and receivers. Appendix H of the DTR Part II contains additional information about GBLOC.
<i>DTTS Service Charge</i>	This one-letter code corresponds to the Service or organization sponsoring the shipment. The chart in Appendix C: Service Codes contains a list of relevant codes and corresponding DoDAAC leading characters (see next entry).
<i>Origin/Destination</i>	<i>DODAAC</i> The DODAAC is the DoD Activity Address Code. It is another unique identifier for the party requesting the shipment.
	<i>SPLC</i> The SPLC is the Standard Point Location Code. It is an industry standard code to identify shipping activities. Users should leave blank if they do not have an SPLC.
	<i>Phone</i> The origin/destination phone number is critical in the event DTTS needs to contact the shipper. This should be a 24 hour contact number.
	<i>DSN</i> The DSN is a phone number unique to the U.S. military. The numbers are shorter than commercial phone numbers. Users should leave blank if they do not have a DSN.



<i>Pickup Date (GMT)</i>	The pickup date is the date and time when a driver completes the loading of a shipment. DTTS uses GMT or Zulu time because shipments tend to move across time zones.
<i>Departure Date</i>	The departure date is the date and time a shipment actually departs from its origin. In TGIS this field populates automatically when the driver sends a depart message.
<i>Security Classification</i>	Response procedures for incidents and accidents differ based on the security classification of the load. It is important that the DTTS operators have access to the security classification should something happen.
<i>Required Protective Services</i>	In TGIS, always enter "S" for satellite in this field.
<i>Actual Protective Services</i>	In TGIS, always enter "S" for satellite in this field.
<i>Load Use</i>	This field whether the shipment requires Exclusive Use Service (EXC). A load requires EXC if it is alone on the means of conveyance. Conversely, a load is non-exclusive if it includes other items. Users should follow the DTR and Service regulations when determining if a load should be EXC.
<i>Load Type</i>	Options include barge, dromedary, LTL, rail and truckload.
<i>SCAC</i>	The SCAC is the Standard Carrier Alpha Code.
<i>Tractor Number</i>	The tractor number is a unique identifier that provided to DTTS by the carrier. Only DTTS registered vehicles are permitted to be used for SNS shipments
<i>DCS</i>	This indicator is used for shipments requiring Trailer Tracking Service (DCS). See DTR 205 and Service regulations for more information on when DCS is required.

Table 4 Shipment Information and Importance

Load Information (Table 2)

Data Element	Importance
TCN	The Transportation Control Number is a 17-position alphanumeric character set assigned to control a shipment throughout the transportation cycle of the Defense Transportation System.
UN Number	A four-digit number used to identify dangerous goods, hazardous substances, and articles (such as explosives, flammable liquids, toxic substances, etc.) in international transport. The numbers as assigned by the United Nations Committee of Experts on the Transport of Dangerous Goods. This information is passed to first responders in the event of an accident/emergency/incident.
DODIC/NALC	The DoD Identification Code or Navy Ammunition Logistics Code is a four-digit code used to identify ammunition and explosive items.
NSN	The National Stock Number is a 13-digit numeric code assigned to all standardized material items of supply.
Description	The description field provides DTTS operators with specific information regarding the item(s) contained in a shipment.
CIIC	The Controlled Inventory Item Code is a one-position code that drives transportation protective service (TPS) requirements. Refer to the DTR Chapter 205, Table 205-7 to determine the TPS of an item based on its CIIC.
Hazard Classification	The hazard classification indicates the type of substance and the resulting hazard it poses. This information is passed to first responders in the event of an accident/emergency/incident.
Pieces	This is the number of items in a particular load.
Weight	This is the total weight of the items in a particular load.
Cube	This is the total volume of the items in a particular load.
NEW/Hazmat Net Quantity Ship	The Net Explosive Weight refers to the actual weight in pounds of explosive mixtures or compounds, including the trinitrotoluene equivalent of energetic material. If an item is hazmat but



	not explosive, provide the net quantity of hazard instead of the NEW.
NEW Unit of Measure	NEW is by definition measured in pounds, but this field will accept other units of measure including grams and kilograms.
Trailer Number	Similar to the tractor number, this is a unique provided to DTTS by the carrier that is used to identify specific trailers. The trailer number is required for DCS shipments. The carrier will provide DTTS with the appropriate trailer number.
DROM/Container	Enter the serial number of the dromedary or container for a load (if applicable). Some systems have a separate entry screen for loads involving a dromedary.
RDD	The Required Delivery Date is the contracted date by which a carrier must deliver a particular shipment. Shipments cannot exceed the allowable transit time.
RQ	Per 49 Code of Federal Regulations or Air Force Manual 24-204(I), the amount of material that results in a load's designation as a hazardous substance.
Project Code	DTTS personnel do not typically use project codes.
Comments	Use the comments section of the various systems to provide additional relevant information not covered by the above.

Table 5 Load Information and Importance



Appendix F: Helpdesk Information

System	Phone	Email
GFM	1-800-462-2176 (option 3)	usarmy.scott.sddc.mbx.G6-SRC-GFM-HD@mail.mil
	618-589-9445 (commercial)	
DSS	1-855-352-0001 (CONUS Commercial)	enterpriseIThehelpdesk@dla.mil
	001-855-352-0001 (OCONUS Commercial)	
	XX-855-352-0001 (DSN-where "XX" is your local DSN prefix)	
CMOS	334-416-5771 (option 1,3,4)	Fas.team3@us.af.mil
FACTS	1-855-628-9311	Navy311@navy.mil When emailing, reference FACTS in the subject. When calling, inform the operator that the inquiry is FACTS related.
TGIS	1-800-462-2176 (option 4)	usarmy.scott.sddc.mbx.G6-SRC-TGIS-HD@mail.mil
	618-220-5305 (for account creation)	